United States Department of Agriculture

NRCS Natural Resources Conservation Service

P.O. Box 2890
Washington, D.C.
20013

SOP Title: NHQ Ad Hoc Database Development and Support	**June 22, 2005**
Deputy Area/Division: Deputy Chief for Management, Information Technology Division	
Revision:	**Page 1 of 2**

1. Purpose:

To provide the Standard Operating Procedure (SOP) for obtaining ad hoc database development and support.

2. Scope:

This SOP will be followed by all NHQ Divisions when requesting database support services from ITD.

3. Outline of Procedure:

4.1 Description of Services
4.2 Preparing and Submitting Requests

4. Specific Procedures:

4.1 Description of Services

A.   Database development will utilize Microsoft Office suite; specifically, MS-Access and SQL Server.

B.   Migration support from legacy systems; e.g., Informix will be considered.

4.2 Preparing and Submitting Requests

Responsibilities of the Requestor:

A.   Prepare a written request that includes the following:

1.   Name of requestor and division.

2.   Purpose of database.

3.   Characteristics (database is capable of providing queries, writing reports, etc.)

4.   Requirements (system, features, user, inputs, etc.)

5.   Justification.

B.   Obtain supervisory approvals.

C.   Submit request 90 days before date required.

DIST: E

D.   Submit to Bob Kling, IT Specialist, USDA, NRCS, 5601 Sunnyside Avenue, Room 2-2130 B, Beltsville, MD 20705-5430 or by e–mail to Bob.Kling@wdc.usda.gov.

E.   Provide a carbon copy to Joyce Morgan, USDA, NRCS, 5601 Sunnyside Avenue, Room 2-2106, Beltsville, MD 20705-5430 or by e–mail to Joyce.Morgan@wdc.usda.gov.

Responsibilities of ITD Staff:

F.   Review requests to determine resources needed and availability.

G.   Notify the requestor about request status within 7 business days of receipt.

5. Technical Contact:

/s/	6/21/05

Approved By: Bob Kling   Date
IT Specialist, Information Technology Division

USDA, NRCS
5601 Sunnyside Avenue
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/s/	6/22/05

Approved By: Rick Kellogg   Date
Team Leader, Information Technology Division

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/s/	6/22/05

Approved By: Mary Thomas, Chief Information Officer   Date
Director, Information Technology Division

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